PRINT PURCHASE ORDER (PO) FROM COUPA SUPPLIER PORTAL (CSP)

Applicable Coupa Role(s): Supplier

STEP	ACTION	View
1	From the Coupa Supplier Portal (CSP), click on Orders tab, select Purchase Order from list to display.	• Mite Compare supplier portal
	NOTE: Print from the Browser menu will only display html links, therefore cannot be used.	Print 0 Name Construction Bit Solid Strengthwoodty V Capies Construction Image: Construction Lowed Construction Image: Cons
2	Select Web Capture option from Browser menu (listed below Print option).	Print Ctrl+P Web capture Ctrl+Shift+S Eind on page Ctrl+F More tools >
3	Select "Capture full page"	Image: State and State an

Step		VIEW
	NOTE: Full page capture will include comments from customer	Comments Mate Comment Concent
4	Click SAVE icon, file will download to PC as a JPEG for viewing and/printing.	Share C Save